

**655—2.2(152) Application for interim approval of a nursing program.**

**2.2(1)** Before establishing a nursing program, a controlling institution shall submit a program application to the board that includes the following information and documentation:

*a.* Name and address of the controlling institution and accreditation status of the controlling institution.

*b.* A written statement explaining how the college or university meets the definition of “located in Iowa.”

*c.* A written statement of intent to establish a nursing program, including the academic and licensure levels of the program and the primary method of instruction.

*d.* The establishment of an advisory committee composed of representatives of the community and nurses. Minutes of advisory committee meetings shall be kept on file.

*e.* Completion of a needs assessment which includes:

(1) Documentation of the present and future need for the program in the state, including availability of potential students and need for entry-level nurses.

(2) Potential effect on existing nursing programs.

(3) Availability of qualified head of the program and faculty.

(4) Source and description of clinical resources for the program.

(5) Evidence of potential students and anticipated enrollment.

(6) Documentation of adequate academic facilities and staff to support the nursing program.

(7) Evidence of financial resources adequate for the planning, implementation and continuation of the nursing program.

(8) Tentative time schedule for planning and implementing the nursing program and the intended date for entry of the first class into the program.

**2.2(2)** The board shall approve or deny the program application to establish a nursing program. If the board approves the program application, the controlling institution shall then submit to the board a program proposal within one year of the application that includes, but is not limited to, the following:

*a.* Evidence of employment of the head of the program, including the individual’s qualifications, at least six months prior to the beginning of the first nursing course.

*b.* Program philosophy, objectives and outcomes that reflect the proposed level of education.

*c.* Organizational chart of the educational institution documenting the relationship of the nursing program within the institution.

*d.* Curriculum plan that meets the criteria in rule 2.8(152).

*e.* Letter of intent from clinical facilities securing clinical opportunities and documentation of the facility type, size, number of beds, and type of patients.

*f.* Evidence of provision of qualified faculty. Faculty shall be employed by the controlling institution prior to the beginning of teaching assignments. Faculty members who teach nursing shall meet the qualifications outlined in subrule 2.9(2).

*g.* Updated time schedule.

*h.* Proposed five-year budget for the nursing education program.

**2.2(3)** The board may conduct a site visit to the controlling institution and clinical facilities to validate information submitted in the program proposal prior to determining interim approval status.

**2.2(4)** Interim approval may be granted to the program based on the program proposal and a site visit.

*a.* The controlling institution shall publish the interim approval status of the program.

*b.* The head of the program shall submit nine copies of a program progress report three weeks prior to each regularly scheduled board meeting until full approval as described in rule 2.3(152) is granted by the board. The progress report shall include the following:

(1) Updated information in all areas identified in the initial proposal.

(2) Current number of admissions and enrollments.

(3) Current number of qualified faculty.

(4) Course descriptions.

(5) Detailed course syllabi submitted six months prior to the offering of courses.

(6) Changes requiring board notification and approval as outlined in subrule 2.15(3).

*c.* Interim approval shall continue until the board conducts a review of program materials, completes a site visit, and grants approval to the program following graduation of the first class and submission of results of the national examination for licensure or advanced practice certification, if applicable.

*d.* The board may at any time seek additional program information from the controlling institution and head of the program.

**2.2(5)** The board may deny interim approval based on the program proposal and a site visit.

*a.* In order to be reconsidered, the controlling institution shall resubmit a program proposal within six months from the time of program application.

*b.* One year from the initial application, the controlling institution shall resubmit a program application to the board in order to be reconsidered.